CHANGING AN INCORRECT ID NUMBER:

USER MUST HAVE PROVIDER ADMINISTRATION PERMISSION LEVEL

Procedures To Change An Incorrect Client Unique Identification Number

1. Under the Actions menu, click on the "Unique ID Mod" and the below screen will open up. To change the incorrect ID enter the ID on the first line and then enter the correct ID on the second line titled "Correct Unique ID"

2. Complete the same process in the lower section of the screen to verify correctness and then click on the "Modify Unique ID" This will change the ID as listed unless there is an edit check listing the reason the change cannot be made.

3. Click on Cancel to return to the Client Search Screen.